

EMPLOYMENT OPPORTUNITY

U.S. MISSION GERMANY

Number: M 131-14

Date: December 16, 2014

Position Title	Automotive Mechanic / Chauffeur
Location	American Consulate General, Munich, General Services Office
Open To	All Interested Candidates
Salary and Grade	Not Ordinarily Resident: - US \$ 33,134 per year starting salary (*) Position Grade: FP-09 (Based on a 48 hrs. work week) Note: This position may be Overseas Comparability Pay (OCP) eligible Ordinarily Resident: - € 39,922 per year starting salary (*) Position Grade: FSN-05 (Based on a 48 hrs. work week) (*) Full Performance Level: Candidates may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures.
Work Hours	Full-time, 48 hrs./week
Opening Date	December 16, 2014
Closing Date	Until filled
Security Requirement	U.S. Mission issued medical/non-sensitive security clearance

NOTE: This position will be available effective June 30, 2015. The 48 hours' work week will be Monday through Sunday on a rotating schedule.

ALL FOREIGN COUNTRY APPLICANTS, INCLUDING AMERICAN CITIZENS, MUST HAVE AND SUBMIT THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Munich is seeking an individual for the position of Automotive Mechanic / Chauffeur in the General Services Office.

BASIC FUNCTION OF POSITION

(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to employment-germany@state.gov with identification of vacancy number.)

The incumbent serves as driver of the Principal Officer and journey-level auto mechanic. Aside from driving the Principal Officer, operates other motor pool vehicles, and drives official guests.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific information supporting each item.

EDUCATION: Completion of secondary school. (Germany: Realschule, USA: American High School Diploma or GED, for all other: 10 years of schooling) is required. Journey-level auto mechanic certificate obtained through a 3-years apprenticeship (KFZ-Mechaniker) is required.

EXPERIENCE: Two years of journey-level auto mechanic experience and two years of chauffeuring/driving experience is required.

LANGUAGE: English Level III (good working knowledge) and German Level IV (fluent) language skills are required. (speak/write and read)

KNOWLEDGE, SKILLS, ABILITIES:

- A thorough knowledge of automotive operation and safety is required.
- Good working knowledge of all local traffic regulations, area traffic patterns and "rules of the road" for driving on all German highways is required.
- Competence in diagnosis and handling of preventative maintenance and automotive repairs is required.
- Must have a **class B + C1** driver's license. (copy must be attached with the application)

The Human Resources Office will conduct standard language assessment tests and may test for other required skills as part of the selection process. Testing is conducted equitably and is administered in the same way to all applicants for the particular recruitment.

APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
 1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
 2. Locally Employed Staff (LE Staff) of the U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
 3. Current Locally Employed Staff (LE Staff) with an overall summary rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Reports are not eligible to apply.
 4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment. This does not apply to EFMs hired into positions with 'When Actually Employed' (WAE) work schedules.
 5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into positions with When Actually Employed (WAE) work schedules.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation by the deadline using the U.S. Mission's electronic application process:

Direct link: <http://employment.usembassy.de/>

1. Applicants submitting a resume or curriculum vitae should provide information equal to what is found on the Universal Application for Employment (UAE), DS-174, which can be found on the internet by clicking here: [DS-174](#)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214's with their electronic applications. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Applicants may also include any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. application for employment, CV or resume should be in English. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/refund travel expenses incurred by the interviewee.

For a complete list of terms such as US citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), Member of Household (MOH), Not Ordinarily Resident (NOR), Ordinarily Resident (OR) and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

CLOSING DATE FOR THIS POSITION: Until filled

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: MGT/GSO: CWhittaker
Cleared: MGT/HR: SAcevedo-Koosha
Drafted: MGT/HR: JISzafermann